

Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room #168)

Date: 2/11/03

Members Present:

Jerry Foropoulos, NMT-DO
David Hobart, C-AAC
Randy Kanzleiter, X-2
Tracy Ruscetti, B-2
Lonnie Theye (Vice-Chair), NMT-DO
Sheila Wasfey, HSR-7

Student Representatives Organization
Shauna Kackley, (Webmaster of SA) RRES-SA

LANL Representatives
Danny Valdez, DV
Margaret Marshall, OEO
Carole Rutten, STB-EPO
Diane Kean, HR

The meeting was called to order by Lonnie T., at 9:36 am.

Exception:

Carole R. discussed an exception with SPAC. More information will be gathered before a final decision.

Outstanding Action Items:

Sheila W. reviewed this. See list at end of minutes.

SPAC Membership:

SPAC reviewed the call for student and member-at-large nominations. Lonnie T. will make the necessary changes.

Team Update:

Danny V. will assume the web responsibilities from Bill R.

Subcommittees Update:

Jerry F. was waiting on the Work Space description. He has received all other descriptions and will send them out to SPAC. Danny V. mentioned that the Diversity Action Board was addressing creating a "comfortable workplace" and he suggested that SPAC and the DAB work together to bring forward the student work space issues. Jasmine Pan will attend a future meeting to discuss the DAB.

Student Association:

An SA meeting at 4pm will be held today in the back of the Study Center. All SPAC members are encouraged to attend. SA elections and other items were discussed.

Meeting closed at 9:40am.

Respectfully submitted,
Sheila Wasfey, Historian Team

Current and Outstanding Action Items

From 1/31/02 Meeting:

Post archived meeting minutes on the SPAC web page - Sheila W.

From 3/14/02 Meeting:

Send out URL for full UC Boulder Study. - Carole R. **DONE**

From 4/25/02 Meeting:

What is SPAC's influence over LANL Management policy when it pertains to students?
– Historian Team **NA**

From 5/9/02 Meeting:

Kurt will send a memo to Barb Stine requesting L-clearance slots for students for next year. **DONE**

Sheila will look into the process of how students training plans are developed. **DONE**

Dave will contact Kurt about the progress on the workplans. **DONE**

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report. Allen would like to speak with SPAC at a later date. **DONE**

From 5/23/02 Meeting:

Bill will post the LIM presentation the SPAC website once Dave H. sends it to him.

Tracy R. would like to invite Annette Carroll from B Division to present an idea of how to get funding for STB's distinguished student project. The best time for SPAC to hear this presentation would be after the student picnic activities are completed. **NA**

From 6/6/02 Meeting:

Dave H. will contact STB (aka Mindy M.) to track down the 5 exceptions that have been discussed by SPAC at the 5/29/02 meeting but not signed by SPAC. **NA**

Kurt S. and Dave H. will meet with **Lady X** about the RFP for new student dorms and what role the housing office will or will not play. **DONE**

A memo concerning the mentor awards is due to Allen Hartford by June 10 to get the ball rolling before the Student Symposium. **DONE**

From 6/20/02 Meeting:
No meeting?

From 6/27/02 Meeting:

SPAC or SA should create a fact sheet/survival guide to be included with the offer letter to the student. **NA**

Look into DOE area office building possibly becoming a dorm. **NA**

Student Issues: How to communicate to students who their liaison is. Also, there seems to be a large percentage of students possibly not being mentored by their assigned mentor, but instead, by someone else. These other “mentors” may not be aware of mentor training, the student workplan, the mentor mailing list, etc. Do we have a mentor-student disconnect occurring that we are unaware of? **Carole R. addressing this with training in March for mentors and liaisons.**

From 10/8/02 Meeting:
Keep up with X-Div’ student white paper. **DONE**

From 11/5/02 Meeting:
Subcommittee formed in support of Rob Kelsey’s White Paper. **DONE**

From 1/28/02 Meeting:
Bill R. would like the SPAC roster on the web and the listserv updated. **DONE**

An email inviting members-at-large and student nominations will be sent out in the near future.

SPAC needs a new webmaster since Bill R. has been doing it but he is now chair. **DONE**

A suggestion was made that perhaps we need a Rapid Exit subcommittee. **Made part of rapid entry subcommittee.**

Jerry F. needs a description of each subcommittee from the chairs. This can be e-mailed to Jerry at jzf@lanl.gov.

Carole R. will contact the CCN-5 e-mail team regarding automatic updates to the student mailing list. **DONE**

SPAC Retreat?